

FINANCE CABINET

Commonwealth of Kentucky

Frankfort 40601

ADMINISTRATIVE ORDER

FIN 05-02

May 11, 2005

**WHEREAS**, KRS 12.270 authorizes the Secretary of the Finance and Administration Cabinet to establish the internal organization of the Finance and Administration Cabinet and to organize the Cabinet into such offices and administrative units as the Secretary deems necessary to perform the functions, exercise the power, and fulfill the duties of the Cabinet; and

**WHEREAS**, it is deemed advisable at this time to clarify the organizational entities within the Commonwealth Office of Technology in order to improve the efficient and effective delivery of services within such Office;

**NOW, THEREFORE**, pursuant to the authority vested in me by KRS 12.270, I, Robert B. Rudolph, Jr., Secretary of the Finance and Administration Cabinet, do hereby order and direct the following organizational structure changes within the Commonwealth Office of Technology:

- I. Within the Office of Infrastructure Services, the newly created Division of Communications, formerly the Division of Security Services, shall have the following changes in organizational structure:

- A. The Technical Services Branch is hereby renamed the Network Operations Branch.
  - B. The Network Engineering Branch is hereby established and shall be headed by a manager who shall report to the director of the Division of Communications.
- II. Within the Office of Infrastructure Services, the newly created Division of IT Operations, formerly the Division of Computing Services, shall have the following changes in organizational structure:
  - A. The User Services Branch is hereby renamed the Change Management Branch.
  - B. The Server Support Services Branch is hereby abolished. Personnel, records, files, etc. within this Branch will be assigned to various Branches within the new organizational structure.
- III. Within the Office of Infrastructure Services, the newly created Division of Client Services, formerly the Division of Communication Services, shall have the following changes in organizational structure:
  - A. The Planning & Installation Services Branch is hereby abolished. Personnel, records, files, etc. within this Branch will be assigned to various Branches within the new organizational structure.
  - B. The Field Services Branch is hereby abolished. Personnel, records, files, etc. within this Branch will be assigned to various Branches within the new organizational structure.
  - C. The Enterprise Services Branch is hereby abolished. Personnel, records, files, etc. within this Branch will be assigned to various Branches within the new organizational structure.

- D. The Network Services Branch is hereby abolished. Personnel, records, files, etc. within this Branch will be assigned to various Branches within the new organizational structure.
  - E. The Desktop Support Branch is hereby established and shall be headed by a manager who shall report to the director of the Division of Client Services.
  - F. The Customer Service Branch is hereby established and shall be headed by a manager who shall report to the director of the Division of Client Services.
- IV. Within the Office of Infrastructure Services, the newly created Division of Technical Services, formerly the Division of Infrastructure Support, shall have the following changes in organizational structure:
- A. The LAN Support Services Branch is hereby renamed the Data Management Branch.
  - B. The Desktop Support Branch is hereby abolished. Personnel, records, files, etc. within this Branch will be assigned to various Branches within the new organizational structure.
  - C. The Systems Software Branch is hereby established and shall be headed by a manager who shall report to the director of the Division of Technical Services.
  - D. The Operating Systems Branch is hereby established and shall be headed by a manager who shall report to the director of the Division of Technical Services.
- V. Within the Office of Infrastructure Services, the newly created Division of Field Services shall have the following organizational structure:

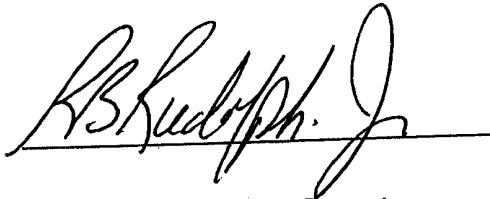
- A. The Telephony Support Branch is hereby established and shall be headed by a manager who shall report to the director of the Division of Field Services.
  - B. The Network Field Services Branch is hereby established and shall be headed by a manager who shall report to the director of the Division of Field Services.
- VI. Within the Office of Infrastructure Services, the newly created Division of Printing Services shall have the following organizational structure:
- A. The Print Consulting Branch is hereby established and shall be headed by a manager who shall report to the director of the Division of Printing Services.
  - B. The Digital Copy Services Branch is hereby established and shall be headed by a manager who shall report to the director of the Division of Printing Services.
  - C. The Press Services Branch is hereby established and shall be headed by a manager who shall report to the director of the Division of Printing Services.
  - D. The Quick Copy Center Branch and the Sections contained within it is hereby abolished. Personnel, records, files, etc. within this Branch will be assigned to various Branches within the Division of Printing Services.
  - E. The Composition and Design Branch and the Sections contained within it is hereby abolished. Personnel, records, files, etc. within this Branch will be assigned to various Branches within the Division of Printing Services.

- F. The Printing Branch and the Sections contained within it is hereby abolished. Personnel, records, files, etc. within this Branch will be assigned to various Branches within the Division of Printing Services.
  - G. The Administrative Services Branch is hereby abolished. Personnel, records, files, etc. within this Branch will be assigned to various Branches within the Division of Printing Services.
- VII. Within the newly created Office of Application Development the newly created Division of Portfolio Management, formerly the Division of Centers of Expertise, shall have the following changes in organizational structure:
- A. The Development I Branch is hereby established and shall be headed by a manager who shall report to the director of the Division of Portfolio Management.
  - B. The Development II Branch is hereby established and shall be headed by a manager who shall report to the director of the Division of Portfolio Management.
  - C. The Development III Branch is hereby established and shall be headed by a manager who shall report to the director of the Division of Portfolio Management.
  - D. The Development IV Branch is hereby established and shall be headed by a manager who shall report to the director of the Division of Portfolio Management.
  - E. The Development V Branch is hereby established and shall be headed by a manager who shall report to the director of the Division of Management.

- VIII. The newly created Division of Data Architecture Services, formerly the Division of Human Services Systems, shall have the following changes in organizational structure:
- A. The Eligibility Systems Branch within the Division of Human Services Systems is hereby renamed the Data Services Branch.
  - B. The Protective Services Systems Branch within the Division of Human Services Systems is hereby renamed the Data Architecture Integration Branch.
  - C. The Child Support Systems Branch is hereby abolished.
- IX. The newly created Division of Support Services, formerly the Division of Transportation Systems, shall have the following changes in organizational structure:
- A. The Transportation Systems Branch within the Division of Support Services is hereby renamed the Quality Control Branch.
  - B. The Motor Vehicle Systems Branch within the Division of Support Services is hereby renamed the Testing Services Branch.
- X. Within the Office of Application Development, the newly created Division of Consulting and Project Management, formerly the Division of Financial Systems, shall have the following changes in organizational structure:
- A. The Revenue Large Systems Branch within the Division of Consulting and Project Management is hereby renamed the Project Management Branch.
  - B. The Revenue Small Systems Branch within the Division of Consulting and Project Management is hereby renamed the Business Analyst Branch.

- C. The Financial Systems Branch within the Division of Consulting and Project Management, is hereby renamed the Technical Analyst Branch.
  - D. The Technology Systems Branch is hereby abolished. Personnel, records, files, etc. within this Branch will be assigned to various Branches within the new organizational structure.
- XI. Formerly within the Division of General Government , which was abolished by previous Executive Order:
- A. The Education and Employment Systems Branch is hereby abolished. Personnel, records, files, etc. within this Branch will be assigned to various Branches within the new organizational structure.
  - B. The General Government Systems Branch is hereby abolished. Personnel, records, files, etc. within this Branch will be assigned to various Branches within the new organizational structure.
- XII. The Executive Director of the Office for Administrative Services shall take all necessary steps to effectuate this Order.
- XIII. This Order shall become effective June 16, 2005, and negates all previous administrative orders to the extent of any conflict.

Signed this 13<sup>th</sup> day of May 2005.

A handwritten signature in cursive script, appearing to read "R. B. Rudolph, Jr.", written over a horizontal line.

(signature) Cabinet Secretary